KU Mechanical Engineering
Controlled Areas Access Approval Form

Name: _____

KUID: _____

GOALS: The goals of the ME Controlled Areas Access approval process as embodied in this form are:

- To provide a safe, professional environment for students, faculty, and staff to work together effectively.
- To allow for maximum utilization of ME resources for everyone.
- To maintain ME Controlled Areas so that we have facilities and areas of which we can be proud.

GENERAL STUDENT RESPONSIBILITIES AND SAFETY GUIDELINES:

- Project groups or individuals must follow all published safety procedures. Each member of a project team is responsible for ensuring the safety of his/her team members.
- Project groups or individuals are responsible for clean-up of the areas to which they are assigned or use at the end of each work period.
- Project groups or individuals are to act responsibly in using only the tools/equipment/space on which they have been trained and/or authorized to use.
- Project groups or individuals must follow the safety guidelines regarding authorized supervision and/or the "buddy system" for each area and/or machine.
- Each individual or member of a project team must be trained and sign a form indicating that he/she understands and will adhere to the procedures governing safety and use of a machine/system/area prior to use.
- Individual pieces of equipment will have tags on which authorized and trained users are listed. If your name is not on that list, don't use the equipment. If you need to use it, ask an authorized supervisor for help and/or take the necessary training.
- Students must carry their KU ID with them at all times when using the laboratory areas or equipment. Verification of the student authorization for use of the space/equipment can be made at any time by any ME faculty or staff.
- Do not loan keys, give out keypad codes or combination lock information to any unauthorized persons – in or out of KUME.
- Do not allow unauthorized people to use/operate ME machines/systems.
- Be responsible for assuring the supervisor is in the room (if required). Students must shut off any machines, clean up as needed and leave if the supervisor leaves.
- On the first violation of these guidelines, the student/group will lose access for 1 week. On the *second violation*, the student/group will *lose privileges for 4 weeks*. On the **third violation**, the student/group will **lose privileges for the rest of the semester**. Any individual/group found using the facility during a suspension will automatically lose privileges for the rest of the semester. Only Mechanical Engineering faculty can reinstate privileges.
- An individual's actions can affect the entire group's privileges.
- Students must return all broken tools and equipment to authorized personnel responsible for those items. If the student does not return the item(s), he/she will be charged for the item(s).
- An honor code is in force, in which students are responsible to assure other students follow the safety system. We are all members of the ME department – we are all responsible for each other's safety. Penalties for failing to report violations may be equal to the penalty for the violation itself. To report violations, please call or email the ME office (864-3181, kume@ku.edu).
- Students must sign a KUME Controlled Areas Access Approval Form saying he/she understands and will abide by these rules, the published *ME Laboratory Safety Procedures* and other specific rules for an area or machine or system.

SUMMARY OF CONSEQUENCES OF RULES VIOLATIONS:

First Safety Violation: Loss of access for one week. Note that an individual's actions may affect the entire group's privileges. Only Mechanical Engineering faculty can reinstate privileges.
Second Safety Violation: Loss of access for four weeks.
Third and Higher Safety Violations: Loss of access for the remainder of the semester.
Grade Reductions for related classes may be enforced in addition to the above consequences.
Financial Damages may be assessed if deliberate neglect or misuse resulting in damage or loss can be shown.

IN ACCORDANCE WITH PROFESSIONAL ENGINEERING ETHICS, I AGREE TO ABIDE BY THESE RULES AND TO ENFORCE THEM WITHOUT FAIL.

_____ _____

Signature **Date**

_____

Faculty Member Approval